

**Update on Ordering Officers  
For  
Reengineering Personal Property Pilot Program**

**Standard Operating Procedures (SOP) and Appointment Letters**

1. The SOP and appointment letters are provided for your information purposes only. Two different types of appointment letters will be issued depending on the employer type (government or private sector):
  - a. [Appointment Letter 1](#): This letter is applicable to government employees who act as Ordering Officers for the Reengineering Personal Property Pilot Program (better known as “PTOPS contract” at some installations).
  - b. [Appointment Letter 2](#): Due to government downsizing, the operation of some of the existing Personnel Property Shipping Offices (PPSOs) has been contracted out. At these locations, the Ordering Officer’s duties will be performed by contractor personnel.
2. We are identifying installations where the PPSO functions have been contracted-out. The Military Traffic Management Command will issue Appointment Letter 2 to contractor personnel acting as Ordering Officers at these installations.
3. The SOP will be used by both government and contractor personnel.
4. POC is Ms. KC Cyr at (703) 681-8572 or (DSN) 761-8572,  
E-mail: [cyrk@mtmc.army.mil](mailto:cyrk@mtmc.army.mil).

/Original Signed/  
ZALERIE P. MOORE  
Contracting Officer